e.POWERâ 6.1

Headquarters, U.S. Army Corps of Engineers

US Army Corps
of Engineers®

Electronic Document Management System
Procedural Desk Reference Guide

ePOWER® Version 6.1, Express™ Desktop

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Prepared by

Integic Corporation
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HEADQUARTERS, U.S. ARMY CORPS OF ENGINEERS

Electronic Document Management System
Procedural Desk Reference Guide

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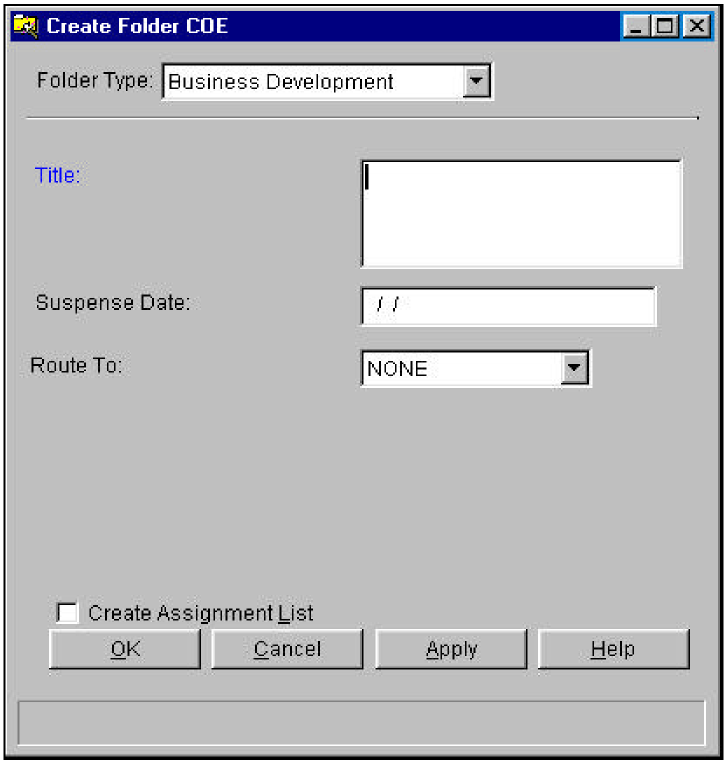
CREATING A FOLDER

Express Client User Guide, Page 147 - 149

EDMS – A Folder-Based Application: Electronic Document Management System (EDMS) is a folder-based application, which organizes HQUSACE documents with common data elements into folders. Therefore, you can only file documents into the EDMS repository that are first placed into EDMS folders. To create an EDMS folder:

Step 1. Select Action, Create Folder from the Express Desktop. The Create Folder window opens.



Folder Type: Business Development

Title:

Suspense Date: / /

Route To: NONE

☐ Create Assignment List

Step 2. Choose a folder type from the Type drop-down list. The folder type corresponds to the function of the action directorate, i.e., Logistics.

Step 3. Enter a title for the folder. The title should be descriptive enough to identify the location, project, or function that the action office performs and manages**.**

Step 4. Enter the Suspense Date if this task must be completed by a certain deadline. Suspense dates may be either internal or external deadlines.

Step 5. Choose a distribution route from the Route To drop-down list. The Route To field determines the HQUSACE distribution path along which the folder will be routed when inserted into the workflow. OR check box "Create Assignment List" and designate recipients by name.

RETRIEVING EDMS FOLDERS AND DOCUMENTS

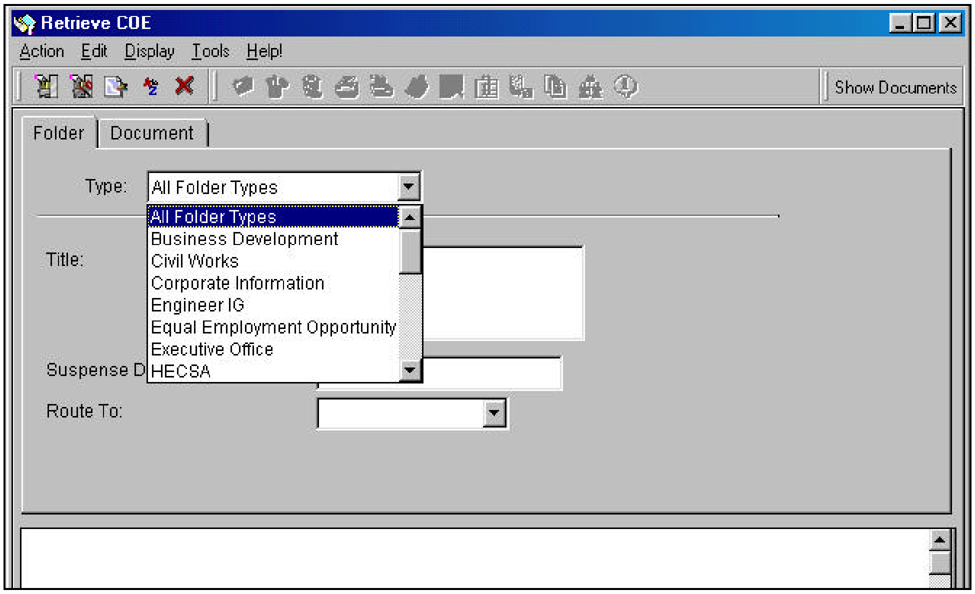
Express Client User Guide, Page 201 – 270

Retrieving EDMS Folders and Documents: To retrieve EDMS documents from the Express database you may search for either a folder or a particular document using indexed information. Your search criteria may be as simple or complex as you desire. To retrieve a folder or document, begin by performing a search:

Step 1. Select Action, Retrieve, or click on . The Retrieve window opens.

Step 2. Select the Folder tab or the Document tab.

Step 3. Choose a folder (or document) type from the Folder (Document) Type drop-down list. Only folders of the selected folder type will be considered in the selected search.


Retrieve COE
Action Edit Display Tools Help!
Show Documents
Folder
Document
All Folder Types
Business Development
Civil Works
Corporate Information
Engineer IG
Equal Employment Opportunity
Executive Office
HECSA
Title:
Suspense D
Route To:

Type: All Folder Types

Step 4. Enter one or more criteria in data fields on the Folder or Document tab. The more information you enter, the more accurate your search results will be.

Step 5. Click Action, Search or click on the first button on the standard tool bar.

NOTE: Only folders or documents identical to your search criteria will be displayed in the hitlist.

Step 6. Double click on the document you need to view, or click on (Open).

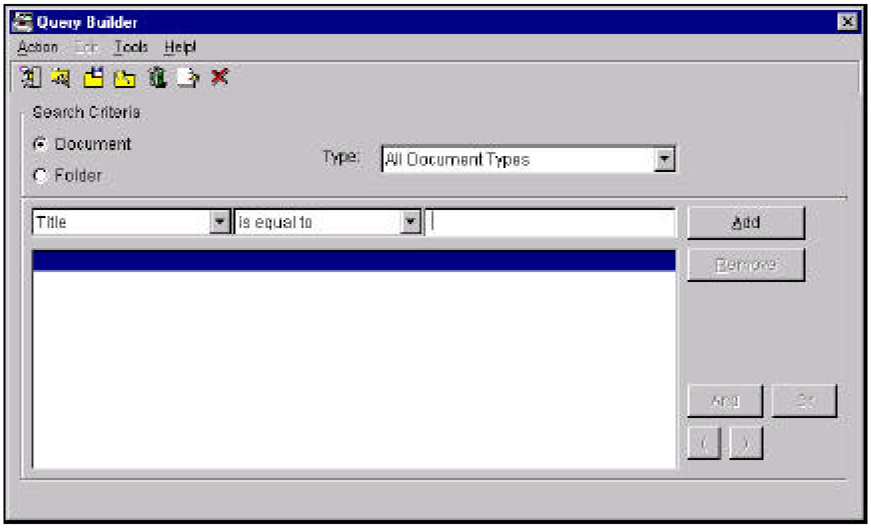
Retrieving EDMS Folders and Documents Using Wild Card Searches: While retrieving using Steps 1 – 6 above, the following Wild Card search functions could be used to quickly locate EDMS folders and documents instead of typing the entire name or other user entered information fields**.** EDMS has two wild cards, the % and the '_', where the % searches for all data containing the entered characters, and the '_' searches for single characters. Use the wild card search as shown below:

- Use the % before, within, or after typing known information upon which you wish to search. For example, Smi% = **Smi**th, **Smi**thers, etc.
- Use the '_' before, within, or after typing known characters for each unknown character: i.e. Sm_th = Sm**i**th, Sm**y**th, etc.

Performing and Saving Queries

The Query Builder can be used to create Boolean search strings by combining criteria; for example, search all timesheets since April 1 for Heather K. Stone. Individual search strings can also contain the following mathematical functions: and, or, greater than, or less than. For example, search for payments made to the Fuller Construction Company that exceeded $10,000.

The Query Builder can also be used to store search criteria for future use, such as generating an updated report without reentering the search criteria. When you select Action, Query in the Retrieval window, the Query Builder window opens. This figure displays the Query Builder window.



Search Criteria
● Document
○ Folder
Type: All Document Types
Title | is equal to

See pages 254- 268 for detailed guidance on how to use the Query Builder.

MODIFYING INDEXING INFORMATION

Express Client User Guide, Pages 271 – 283

Modifying Indexing Information: If you have additional indexing information, or you noticed a document was misfiled, you may elect to modify incomplete information or to move the item to the correct folder.

Step 1. Select Action, Retrieve, then search for the folder and/or document you wish to modify.

Step 2. Modify the folder on the results hitlist, and the document on the Document List as required:

- **Click on the folder you need to modify** (only one folder may be modified at a time). Or,

- **Double click and open the folder containing the document to be modified.** Select the document (remember, only one document may be modified at a time).

Step 3. Select Tools, Modify or click . The Document Modify window opens. Add or correct index information.

If the document is also misfiled

Step 4. Within the Modify window, select Tools, Change Primary Folder. The Retrieve/Change Folder Mode window opens. Search for and open the correct folder as you did above.

Step 5. Edit the indexed information, then click Action, Save, and Close, or click ✓.

Step 6. Double click on the folder into which the document is to be moved. The document will automatically be moved to the correct folder.

Step 7. Select Action, Save and Close from the Modify window.

Step 8. Close the Retrieve window.

INPUTTING DOCUMENTS

Express Client User Guide, Pages 184 – 200

Inputting EDMS Documents: To add a document to the EDMS Repository, you must input that document. When inputting new documents, first search for existing folders, and only create new folders if no appropriate folder exists. Express Desktop allows you to input documents in three ways: importing, scanning, and soft scanning.

- **Import** electronic documents in their native file formats using the Import function. An imported document can be viewed in the Imagenation Viewer or checked out and edited in its native application.
- **Scan** hard copy documents into Express one at a time using interactive scanning or batch scan larger quantities of hard copy.
- **Soft scan** images of standard, Windows application-generated documents using the Soft Scan function. These images are saved as Tagged Image File Format (TIFF) files. View soft-scanned documents in the Imagenation Viewer.

To Import, follow these steps:

Step 1. From Action on the menu bar, select Import or click on .

Step 2. Select the Folder type for the document you are importing. Refer to previous instructions for creating folders if you need to create a new folder and are unsure how**.**

Step 3. Enter the information into the mandatory fields on the Folder and Document tabs.

Step 4. Click the Import button to bring up the Import files window.

Step 5. Click the My Computer button to find the file to be imported from your hard drive, web site, or some other directory. Once you have located the file you want to import, double click to add it to the File(s) Selected to Import field.

Step 6. Verify that the correct file name is in the File Selected for import field. If it is, press O.K. to complete the import. If successful, you will see a message on your status bar that “A new document was created”.

NOTE: If this is the first time that particular type of document is being imported, Express will prompt you associate an application with that type of document. For example, if you are importing a Word document (.doc) you must specify the full path/directory location of the MS Winword.exe file on your hard drive. You Help Desk can provide more specific assistance with this process.

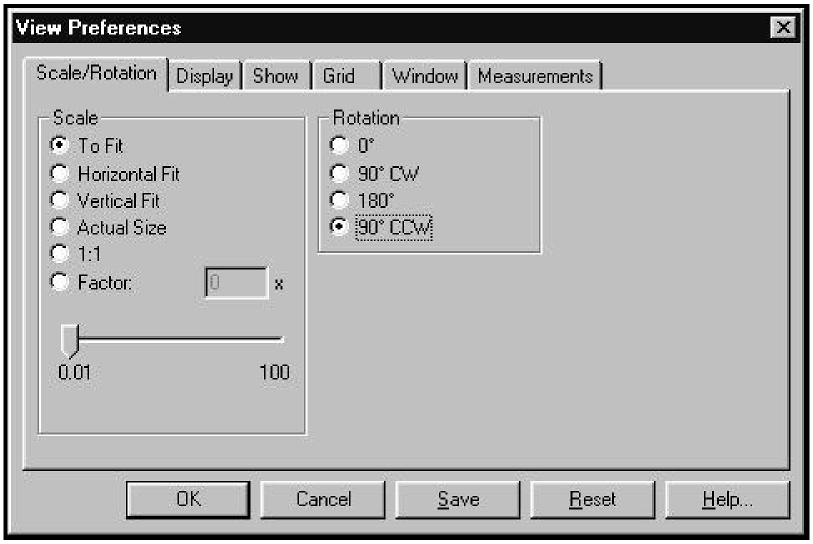
VIEWING EDMS DOCUMENTS

Express Client User Guide, Pages 90 - 99

Selecting and Saving Viewing Preferences: The Spicer Imagenation Preference menu enables you to customize your EDMS document viewer to accommodate your work requirements.

Step 1. Select Action, Retrieve, and Search to view a document.

Step 2. From the Imagenation main menu, select Preferences, View.


View Preferences
Scale/Rotation
Display
Show
Grid
Window
Measurements
OK
Cancel
Save
Reset
Help...

Scale
● To Fit
○ Horizontal Fit
○ Vertical Fit
○ Actual Size
○ 1:1
○ Factor: 0 x
0.01 100

Rotation
○ 0°
○ 90° CW
○ 180°
● 90° CCW

Step 3. Set your display preferences the way you like to view documents.

Step 4. Click Save and OK.

NOTE: Some preferences may not take effect until the application is closed and launched again, others will be readily available.

VIEWING MULTIPLE EDMS DOCUMENTS SIMULTANEOUSLY

Express Client User Guide, Pages 48 – 49

Viewing Multiple Documents Simultaneously: The default setting for Imagenation is the Single Viewer mode. We recommend that you set your viewing preference to Multiple Viewer so that you can view two or more documents at the same time. Otherwise, your first document will be closed before displaying the next.

Step 1. From the Express main menu select Action, Options.

Step 2. On the Retrieve tab, select the radio button for Multiple Viewers in the Document Viewer Mode box.

Step 3. Click OK.

NOTE: This new preference will not change windows currently open. This change will effect subsequent documents. Other Option changes may not take effect until you exit and log-on to Express the next time.

Step 4. Retrieve and open two or three documents.

Step 5. Use the Imagenation Windows menu in to display all the documents.

NOTE: Use EDMS special zoom options to enlarge text and facilitate viewing particular data:

- Press F-11 to activate the Details magnification window.
- Press Control + F-11 to freeze the Details window.
- Click and draw a box around text to super zoom in the text.

NOTE: Always select File, Exit, when you are finished viewing EDMS documents in Imagenation Viewer.

ANNOTATING EDMS DOCUMENTS

Express Client User Guide, Pages 129 – 136

Creating Page Annotations: If you need to write on a document in the EDMS Repository, you will need to retrieve that document, select it on the document list and then activate the Page or Document Annotation tool. To begin annotating documents:

Step 1. Search and retrieve the document to annotate, but do not open the document!

Step 2. Select the document you intend to annotate and click Annotate button on the toolbar. The Annotation window will open and EDMS will launch Imagenation and display your document.

Step 3. Activate the secondary tool bar down the left edge of the screen by clicking on the Layer, New menu options. The title bar will describe "Untitled Layer 1".

Step 4. Click on any of the tools or menu options to begin annotating the document.

Step 5. To save annotations, press Alt + Tab to switch to the Annotation window and save or cancel your annotations.

WORKING WITH DOCUMENT VERSIONS

Express Client User Guide, Pages 304 – 320

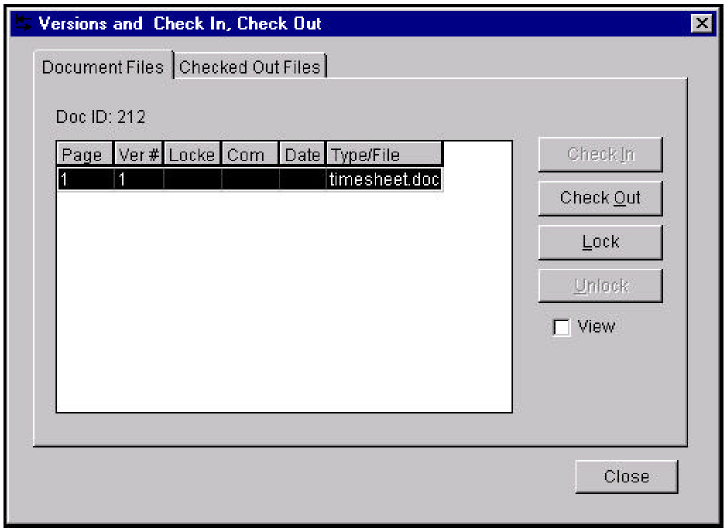
Working With Document Versions: EDMS permits the user to choose whether to overwrite an existing document or to preserve the original and create a new updated version. To use version control, users must check out EDMS documents, modify the contents in the original application then check the updated document back into EDMS. To create a new document version:

Step 1. Select Action, Retrieve, then search for the document you wish to modify.

Step 2. Select the document you want to check out and modify in the original application it was created (Outlook, Word, etc.).

Step 3. Select Tools, Version, the Versions and Check In, Check Out window opens.

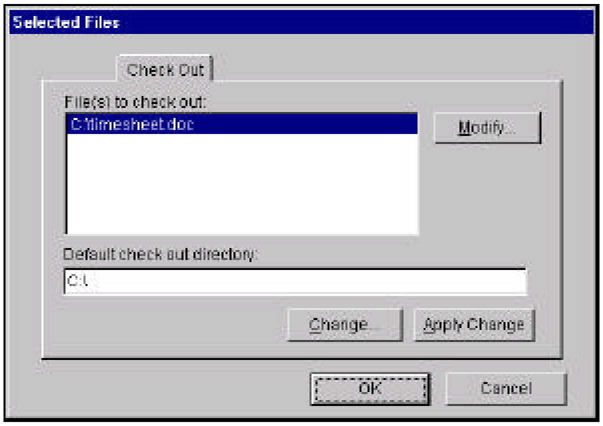
Step 4. Select the View Checkbox, to open the document in its native format allowing editing of the document without exiting Express. Otherwise the user will have to go search for the document after he/she checks it out of EDMS. Checking the checkbox allows the document to be opened immediately, worked on, and then checked back in.



Doc ID: 212

Page	Ver #	Locke	Com	Date	Type/File
1	1				timesheet.doc

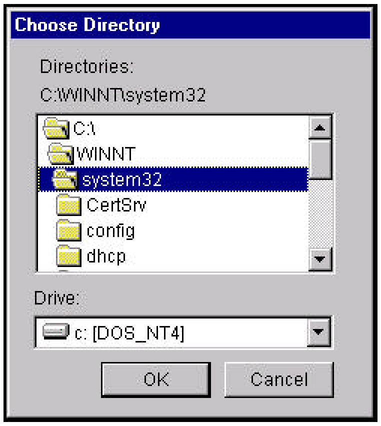
Step 5. Select a document to Check Out, then click the Check Out button. The Selected Files window opens.


Selected Files
Check Out
Modify...
Change...
Apply Change
OK
Cancel

File(s) to check out: C:\timesheet.doc

Default check out directory: C:\

Step 6. Either change the default directory, or click OK to save the document to your hard drive. If you clicked Change, you will need to select the directory that you normally save your document on your hard drive or LAN. Click OK, then Apply the directory change to confirm your target location.

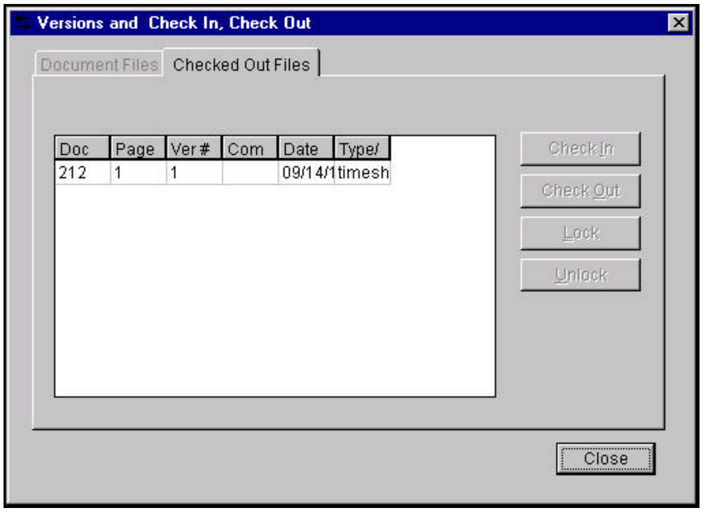

Choose Directory
C:\
WINNT
system32
CertSrv
config
dhcp
OK
Cancel

Directories: C:\WINNT\system32

Drive: c: [DOS_NT4]

NOTE: When OK is clicked, the selected document/file will be copied from the EDMS repository to the specified location. The document will be locked to prevent anyone else from checking out the same document. Make all appropriate edits/changes in the original application. You are now ready to check the document back in.

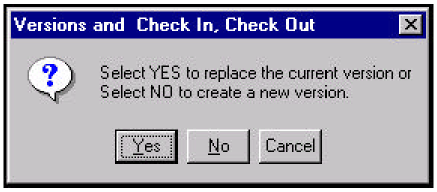
Step 7. Select Action, Version from the EDMS main window to check the document back into the EDMS repository. The Versions and Check In, Check Out window opens.


Versions and Check In, Check Out
Document Files
Checked Out Files
Check In
Check Out
Lock
Unlock
Close

Doc	Page	Ver #	Com	Date	Type/
212	1	1		09/14/1	timesh

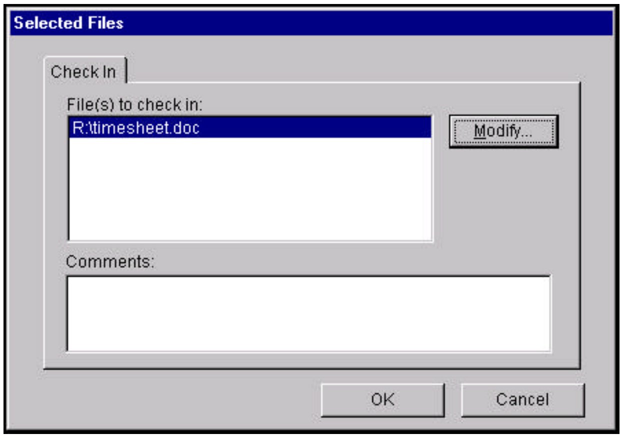
Step 8. **Select the Checked Out Files tab and a file to Check In.**

Step 9. **Click Check In.**
A confirmation window opens to confirm the check in process.


Versions and Check In, Check Out
Yes
No
Cancel

Select YES to replace the current version or
Select NO to create a new version.

Step 10 **Click Yes to over write the current version, or click No to create a new version of the document/file you are checking back in.**
The Selected Files window opens.

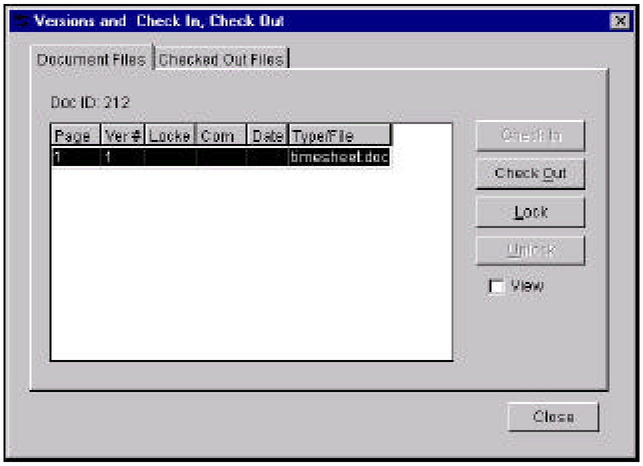

Selected Files
Check In
Modify...
Comments:
OK
Cancel

File(s) to check in:
R:\timesheet.doc

Step 11. **Select a document/file name from the File(s) to check in list, or click Modify to select a new file.** NOTE: If you clicked Modify, the Selected Files window opens for you to choose a different document/file to check back into EDMS.

Step 12. Type appropriate comments (if any) about the version in the Comments box.

Step 13. Click OK. The Selected Files window closes and the Versions and Check In, Check Out window updates with the new information.


Versions and Check In, Check Out
Document Files
Checked Out Files
Check In
Check Out
Lock
Unlock
☐ View
Close

Doc ID: 212

Page	Ver #	Locke	Com	Date	Type/File
1	1				timesheet.doc

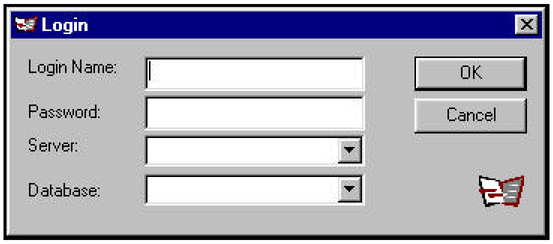
ASSIGNING A FILE PLAN NUMBER

Express Client User Guide, Pages 333 – 334

Assigning A File Plan Number: To assign a file plan:

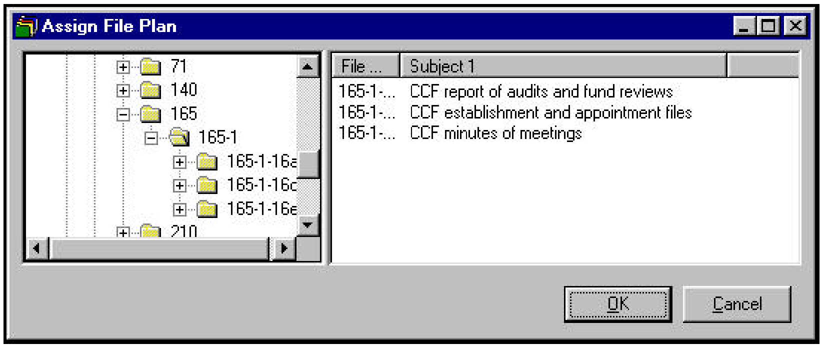
Step 1. Select Tools, Assign File Plan. If this is the first assignment during this session, the Login window for ForeMost Enterprise opens.

Step 2. If necessary, enter your ForeMost login data, if not, go to Step 4. If you are unsure about your login information, see your system administrator.


Login
Login Name:
Password:
Server:
Database:
OK
Cancel

Step 3. Click OK in the Login window. The Assign File Plan window opens.

Step 4. Expand the list(s) of available plans in the left side of the Assign File Plan window, and the corresponding files plans will be displayed on the right. For example, if you clicked on the Shared Selection List, the figure below shows available file plan numbers on the right hand side.


Assign File Plan
71
140
165
165-1
165-1-16a
165-1-16c
165-1-16e
210
OK
Cancel

File ...	Subject 1
165-1-...	CCF report of audits and fund reviews
165-1-...	CCF establishment and appointment files
165-1-...	CCF minutes of meetings

Step 5. Select the desired file plan in the right pane, and click OK. Once the file plan is assigned, the ForeMost window closes and you are returned to the Modify, Import, or Create window.

DESIGNATING OFFICIAL RECORDS

Express Client User Guide, Pages 332 - 335

Once you have assigned the required file plan number and an official date, you may then designate the document an official record using the EDMS Action menu. The Official Record function may also be accessed from Modify, Index, and Create windows.

To designate a document as an Official Record:

Step 1. Retrieve and select the document from the Document List window listing.

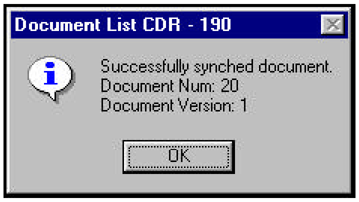
Step 2. Select Tools, Modify and the Modify window will open.

Step 3. Review and correct indexing data entries as necessary. Ensure that the Official Date and File Plan Number fields are completed and accurate..

Step 4. Log on to PC DOCS. Since your application utilizes the PC DOCS repository and if you are not logged in to PC DOCS, you will be required to logon at this time.

Step 5. Select Action, Save as Official Record and Close.

This figure displays the message confirming that the document is now official (synchronized). The document can no longer be modified or annotated.



Successfully synched document.
Document Num: 20
Document Version: 1

The next time this file is retrieved, there will be a “Y” in the synchronized column.

NOTE: Initial File Plan Numbers may be assigned during importing or upon creation.

DOCUMENT REFERENCES

Express Client User Guide, Pages 297 - 299

EDMS allows the user to place a reference to a document into a separate folder. This reference allows the user to place links to a document into other folders without actually making a copy of an image. When you update the document in one folder, the referenced document in another folder has the same updates. The user can retrieve and open the document from the Document List in either the original or the reference folder. The Document List has "Yes" in the Linked column if the document is linked to another folder. You can place references to a document image in multiple folders using the Tools menu or the Edit menu.

To Add a Document Reference to a Folder using the Tools Menu

Step 1. **Perform a folder search.**

Step 2. **Open a folder.** The Document List window opens.

Step 3. **Select a document.**

Step 4. **Select Tools, Modify. The Modify window opens.**

Step 5. **Select Tools, Add Reference to Folder from the Modify window.** The Retrieve (Change Folder Mode) window opens.

Step 6. **Search for the folder where the reference will be placed.** You cannot create a folder in this window.

Step 7. **Double-click the desired folder in the hitlist.** The Modify window opens.

Step 8. **Click Save and Close in the Modify window.**

To Add a Reference to a Folder using the Edit Menu

Step 1. **Perform a folder search.**

Step 2. **Open a folder.** The Document List window opens.

Step 3. **Select a document.**

Step 4. **Select Edit, Copy from the Document List window.**

Step 5. **Close the Document List window.**

Step 6. **Select a folder from the Retrieve window.**

Step 7. **Select Edit, Paste Link from the Document List window.** You can view the document in the original folder, or in the folder selected in Step 6.

To Delete a Reference from a Folder:

Step 1. **Perform a folder search.**

Step 2. **Open a folder.** The Document List window opens.

Step 3. **Select the referenced document.** The Linked column has “Yes” if the document is referenced from another folder.

Step 4. **Select Tools, Delete.** The referenced document is deleted from the folder but remains in its original folder.

Note: You cannot delete a document that is referenced in other folder(s). You must first have to delete the linked copy from the additional folder(s).

INTERACTIVE SCANNING

Express Client User Guide, Pages 172 – 176

Interactive Scanning: Before you logon to Express Scan, always check to make sure that the scanner is turned on so that the workstation will recognize the scanner.

Step 1. **Place the prepared document on the scanner feed tray, face down, head first.** NOTE: This procedure is for single sided documents.

Step 2. **From Action on the menu bar, select Interactive Scan, or click on**

.

Step 3. **Switch to the scan control window using the method of your choice, to begin scanning.**

Step 4. **Select the options you prefer in the Scan Control window, then click the Scan button.**

Step 5. **Check the order of pages, orientation, readability, quality, etc., and shuffle or remove unacceptable pages.**

Step 6. **Scan the pages individually using the scanner controls.**

Step 7. **When finished scanning that document, click Cancel.** But **do not click Cancel** until you are finished scanning the entire document, or you will terminate the interactive scan process.

Step 8. **You must now index the scanned document.** Switch to the Folder tab in EDMS and either search for the correct folder or create a new folder for the scanned document.

Step 9. **Click ✓ to conclude the interactive scan.**

NOTE: During various stages of the scanning process, certain windows (i.e. the Scan Control window) may become inactive or minimized. If you cannot see a particular window discussed in one of the scanning steps, check the Windows Status bar at the bottom of your screen. To access those applications/windows, click on the icon for the window you need.

SOFT SCANNING TO INPUT A DOCUMENT

Express Client User Guide, Pages 177 - 183

Soft scanning involves printing a document into Express as an image. You can soft scanning screens from the mainframe, MS Word, MS Excel, or any other business related application.

To Soft Scan a Document

Step 1. Open or create the document to soft-scan in its native application. (e.g., mainframe, MS Word)

Step 2. Switch to Express and choose the EDMS application.

Step 3. Select Action, Import Document.

Step 4. Create or find a folder to file the document.

Step 5. Click on the Document tab, select the Document Type and enter the document indexing information.

Step 6. Click the Soft Scan button. The Soft Scan window and the Imagenation viewer open.

Step 7. Switch to the document application, i.e. MS Word.

Step 8. Select Action, Print from the application menus. The Print window opens.

Step 9. Choose an appropriate printer from the printer name drop-down list. Click OK.

Step 10. Wait until the document page is visible in the viewer, then close or minimize the native application.

Step 11. Activate the Soft Scan window. Click on OK.

Step 12. Select Action, Close in the Import External Document window to complete the process.

EXPORTING DOCUMENTS

Express Client User Guide, Pages 389 – 393

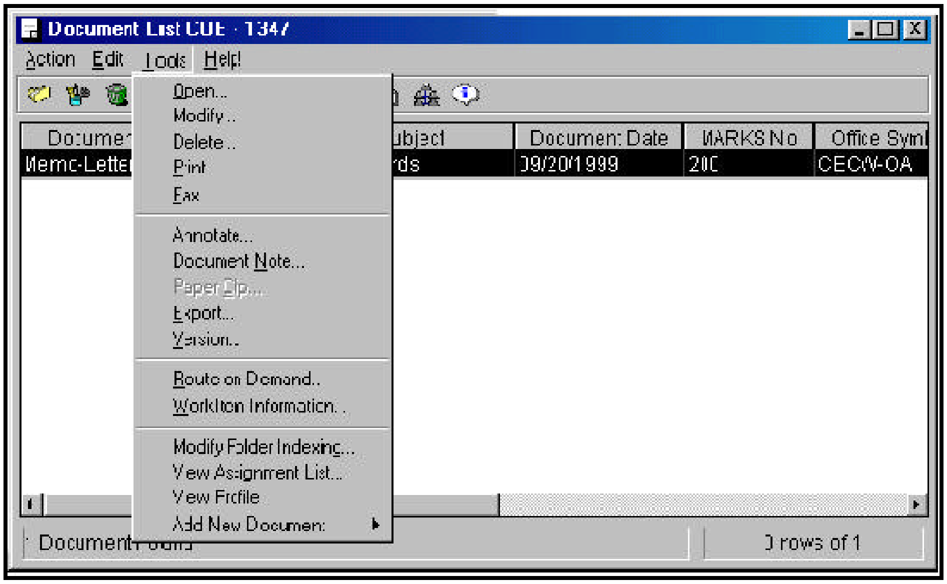
Exporting Documents: One exports documents when there is a requirement to route an EDMS document to someone or to an organization that does not use EDMS. The Export function can export scanned or TIFF images. Other file formats (Word, Excel, etc.) are exported by simply saving the document to your hard drive or LAN as you would any other file/document, without using the Export function.

Exporting the file/image enables you to attach to an e-mail message.

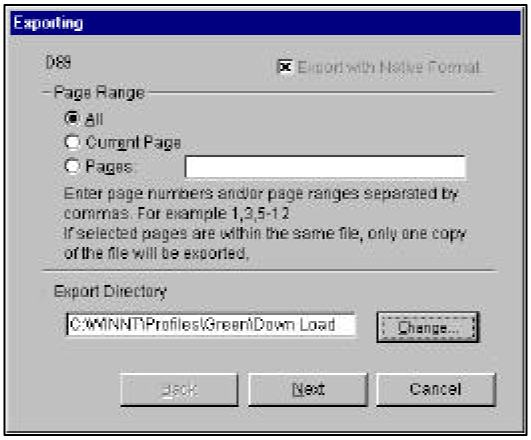
Step 1. Select Action, select Retrieve, or click on .

Step 2. Search for and select the folder or document to export. Do not open the item!

Step 3. Select Export from the Tools menu within your Document List window.


Document List CUE - 1347
Action
Edit
Tools
Help
Open...
Modify...
Delete...
Print
Fax
Annotate...
Document Note...
Paper Clip...
Export...
Version...
Route on Demand...
Workitem Information...
Modify Folder Indexing...
View Assignment List...
View Profile
Add New Document
Docume
Subject
Document Date
MARKS No
Office Symbol
Memo-Letter
rds
09/20/1999
200
CECW-OA
Document
0 rows of 1

Step 4. In the Exporting window, select the page(s) that you want to export.


Exporting
D89
☒ Export with Native Format
Page Range
● All
○ Current Page
○ Pages:
Export Directory
Change...
Back
Next
Cancel

Enter page numbers and/or page ranges separated by commas. For example 1,3,5-12

If selected pages are within the same file, only one copy of the file will be exported.

Export Directory: C:\WINNT\Profiles\Green\Down Load

Step 5. Click on Change to browse your network for the appropriate directory to export the document(s), and click Next.

Step 6. Once you have identified where to copy the file(s) you want to export, follow the Windows instructions to complete the Export function.

WORK BASKETS

Express Client User Guide, Pages 409 - 460

To Open a Basket:

Step 1. Click on the + (plus) sign to the left of the word WorkList and then highlight the desired basket.

To View the Item History Information:

Step 1. Open a basket.

Step 2. Select an item from the list. Note: Single click in the line.

Step 3. Select Tools, View Work, Item Properties or click ℹ. The Item History Information opens.

To Refresh a Basket:

Step 1. Open the workflow basket.

Step 2. Select Tools and Reset WorkList.

To Release a Work Item:

Step 1. Select the work item to release from the basket.

Step 2. Click Tools, Release… or click 📁.

Step 3. Select the release path from the Select Path drop-down list.

OFFLINE ROUTING

Express Client User Guide, Pages 412 - 416

Creating an Offline Routing

You can send a Copy or a FYI (For Your Information) from your In Basket to someone who has not been assigned to the workflow for processing or review. You can not release work items from your baskets if you have sent an item as a copy.

Step 1. **Select the work item from a basket.**

Step 2. **Select Tools, then Route Offline.**
The Offline Routing window opens.

Step 3. **Select the Copy or FYI radio button.**

Step 4. **Click on the user name and click the Include button (>) to add user to the Copy or FYI list.**

Step 5. **Enter a comment in the Comment text box.**

Step 6. **Click OK.**

AD HOC ROUTING

Express Client User Guide, Pages 461 – 477

Create an assignment list for one-time routing of WorkItems, also known as ad hoc routing. Use the Adhoc Assignment List window while working with assignment lists.

The assignment list is used to establish which users will receive the WorkItem and to provide instructions to each user. Only the creator of the folder can develop the assignment list. Each assignment designates a user or group of users as well as a set of instructions for the assignees.

The originator of a folder can create an assignment list when first creating the folder (use the checkbox) or when the folder arrives at the ad hoc task in the workflow. The View WorkItem Properties function is used to create an assignment list during workflow.

To Create a New Assignment List

Step 1. In the Adhoc Assignment List window, click the Add Assignment List button. The Assignment Detail window opens with the General tab activated.

Step 2. From the Site drop-down list, choose the work site from which you want to choose a group or user.

Step 3. In the Assignee area, click the appropriate radio button—All Users or Groups—to populate the drop-down list.

Step 4. From the Assignee drop-down list, select the desired group or user.

Step 5. (Optional, if you selected a group in steps 3 and 4) To choose a particular user in the selected group, click the Users in Group radio button and select a user from the Assignee drop-down list.

Step 6. From the Priority drop-down list, select the priority level for the assignment.

Step 7. From the Due Date and Time drop-down screen, set the assignment deadline.

Step 8. In the Instructions and Assignees text boxes, enter any details concerning the assignment.

Step 9. Click the Advanced tab.

Step 10. Select the appropriate radio buttons in the Process, Visibility, Approval, and Type areas.

Step 11. Select any desired notification options.
Click a checkbox
Select an option from the drop-down list below the checkbox.

Step 12. (Optional) Repeat steps 1–10 to add additional assignments to the list.

Step 13. Click OK.

The Adhoc Assignment List window reactivates with the new assignment(s) displayed in the assignment list area.

HQUSACE FOLDER AND DOCUMENT TYPES

HQUSACE Folder and Document Types are listed below, followed by sample of EDMS indexing fields with sample data entries. Mandatory indexing fields have blue titles and must be completed before you create a new folder or document. Some of your indexing fields are listed below. Black titles are optional data entry fields.

Folder Types

1. Executive Office
2. Civil Works
3. Real Estate
4. Research & Development
5. Military Programs
6. Corporate Information
7. Resource Management
8. Human Resources
9. Logistics
10. Legal
11. PARC
12. Engineer IG
13. Equal Employment Opportunity
14. Public Affairs
15. Small Business
16. Safety
17. History
18. Internal Review
19. HECSA
20. Business Development
21. Security, Plans, & Operations

Document Types

1. Memo/Letter/Form
2. Briefing/Training Material
3. Reg/Guidance
4. Contract
5. Personnel/Manpower
6. Map
7. Design & Specification
8. Audio Visual/Graphic
9. Report
10. Study
11. Real Estate
12. News and Publicity
13. Transcript / Manuscript
14. Message/E-mail
15. Budget/Financial
16. Legislation
17. Agreement/Charter

Folder Index Fields	**Sample Data Entries**	**Maximum No. of Characters**
1. Folder Type	Civil Works	Pull-down list
2. Title	American River	240
3. Suspense Date	11/18/1999	8 Character Date Field

Document Index Fields	**Sample Data Entries**	**Maximum No. of Characters**
1. Document Type	Memo/Letter/Forms	Pull-down list
2. Subject	American River Approval Request	240
3. Document Date	11/18/1999	8 Character Date Field
4. Office Symbol	CECW-ZD	12
5. Author/Originator	Bostelman Kenneth	50
6. Document Identifier	XYZ123	50
7. Marks Number	1130-2-305c	20